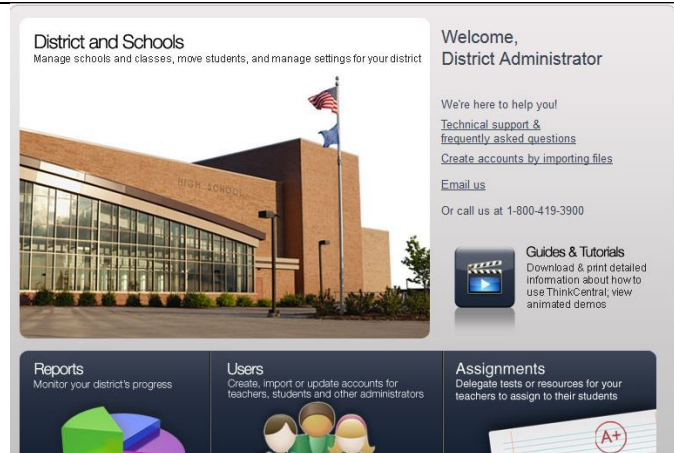


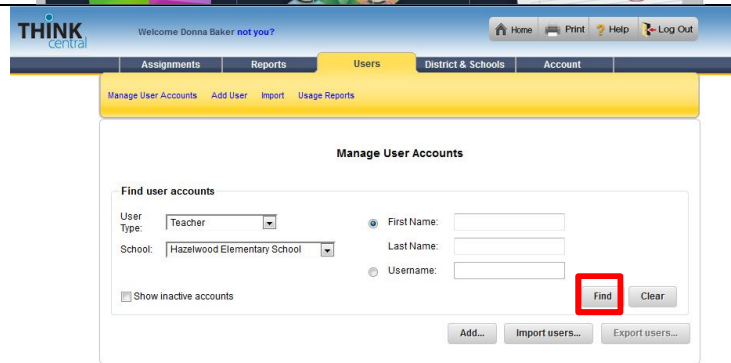
Adding Teachers to ThinkCentral

For School Administrators

1. Log into <https://www-k6.thinkcentral.com>
2. Click on Users (bottom center)



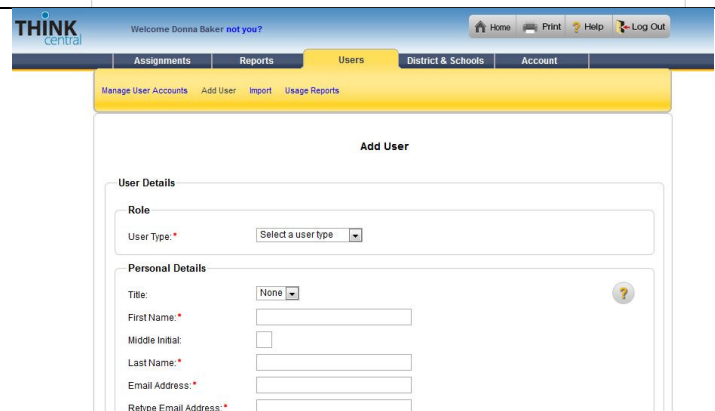
3. Choose Teacher as User Type
4. Click Find to bring up a list of teachers from your school who already have accounts so that you can determine which teachers need to be added. *(This is where you can go to recover login information for teachers if needed.)*



5. From this screen you can choose Add User from the gold menu at the top.



6. Choose the User Type from the dropdown (Teacher)
7. Type in the teacher's personal details.



8. When assigning Username and Password remember the established protocol.
The username as firstlast (note that there is no dot)
The password as FL##### (the teacher's 5 digit Munis number, which appears beside the teacher's name in PowerSchool)
9. Click Add

